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Libraries Transform Lives Bookmark

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The background is a soft pink watercolor wash. In the top left corner, there are several green leaves and a yellow rose. In the bottom right corner, there is a large green rose and several red leaves. The text is centered in the middle of the page, with 'Libraries' at the top and 'Transform Lives' below it, separated by a thin black line.

Libraries

Transform Lives



Off-Campus Books Delivery Service

Request

- Click on the Request Form (<http://www.andrews.edu/library/ILL/ILLRequest.html>)
- Accurately complete the form.
- Select appropriate department.
- Indicate type of material being requested.
- Submit request form.

Delivery

- Books are delivered to you via UPS within 3-4 business days.

Return

- Request the library to send you a prepaid return label via email a week before the due date (on the book strap).

Loan Period

- Books are loaned for 3 months with one renewal of 3 months. Due date is when the book must be back in the library.

Recalled Books

- Books can be recalled after 3 weeks. When a book is recalled, the new due date is 3 days after the recall invalidating the date on the book strap. Overdue fees will then apply to the new due date.

Cancellation

- If a request is no longer needed, send a cancellation notice to ill@andrews.edu with the complete citation of the item being cancelled.

Cost

- Free service to you. Charges for overdue books apply.
- Additional charges for lost or damages.
- Books overdue by one month are considered lost and \$120 will be charged immediately to the borrower's account.

Note

Service available only for United States & Canada Off-Campus Students.

Contact

Mailing address:

Interlibrary Loan James White Library,
Andrews University Berrien Springs, MI
49104-1400

Phone: 269-471-3506

Email: ill@andrews.edu

Web: <http://www.andrews.edu/library/ILL/ILLRequest.html>

FB: <https://www.facebook.com/wlandrews/>